



**ERP Financial Business Analyst (ITS/AS 6)
Management Services Division**

Salary: \$66,420 – \$87,096 per year (Range 70)

OPENS: January 26, 2010

CLOSES: Open until filled

Candidate evaluation will be ongoing, and applicants are encouraged to submit materials by February 4, 2010, to ensure full consideration. The hiring authority reserves the right and may exercise the option to make a hiring decision at any time during the announcement period.

Location: Olympia, Washington

This is a project position with an anticipated duration of two years.

AGENCY PROFILE

The Washington State Department of Information Services (DIS) provides quality and reliable computing, telecommunications, and Internet services to state and local agencies, tribal governments, educational institutions, and not-for-profit organizations.

As the technology leader for Washington State, DIS provides innovative services so that government agencies can successfully serve the public. DIS also provides support to the Information Services Board (ISB) and other committees.

JOB OVERVIEW

As a member of the Agency Technology Services (ATS), this position serves as the designated highest level authority as the business analyst and lead for the internal ERP implementation of the Billing and Financials application. This position serves as the agency spokesperson for the strategic initiative and leads the work of other senior technical specialists in the analysis, documentation, testing and implementation. The incumbent works with the executive management, finance office and ATS development team in setting goals to create technology solutions to streamline the billing process for the mission critical enterprise billing systems.

PRINCIPAL RESPONSIBILITIES

- Analyze, define and document the current complex billing/invoice business processes and system configurations based on existing application systems.



- Make recommendations to executive management of best practices of integrating new ERP technologies with existing technologies to meet identified objectives.
- Design a Billing process using an Enterprise Financial System foundation and write business requirements for information systems projects.
- Identifies impacts of technology implementation and makes recommendations to management.
- Provide organizational leadership and expert consultation for the implementation of the new system and processes.

QUALIFICATIONS

- Bachelor's degree involving a major study in information system technology, business, public administration or allied field.
- 5 years senior level experience providing consultation, business analysis, business documentation requirements, innovative solution development and strategic problem resolution of information technology application systems.
- Experience in a lead role on ERP Financial systems designs and implementations.
- Experience mapping business requirements to appropriate functional/technical requirements.
- Proven ability to manage and improve financial business operational processes.
- Experience of management information systems, data structures, and billing software applications.
- Demonstrated knowledge of project management principles, practices and concepts.
- Proven ability to manage multiple, simultaneous work streams.
- Demonstrated ability to build strong relationships and lead groups to positive outcomes in difficult discussions.
- Strong communication skills and demonstrated ability to successfully interact with executive management, customers, vendors and all levels of employees of an organization from diverse technical backgrounds.

Desirable Qualifications

- Master's level or higher degree involving a major study in information system technology, business, public administration or allied field.
- Certified Business Analyst professional.
- Experience of the Software Development Life Cycle (SDLC) from requirements gathering through to implementation and sustainability.



WORKING FOR DIS

DIS is an agency on the move. With a talented workforce that has a depth of knowledge and understanding of information technology, DIS provides constructive, reliable and responsive services for all their clients.

DIS offers extensive opportunities for career growth and personal development through workshops, seminars, and other training opportunities as well as a tuition reimbursement program and promotional opportunities.

As one of the top ten places in the country for business and careers (Forbes' Magazine, 2007), and conveniently located at the crossroads of business and leisure, Olympia has become the preferred destination zone for business professionals in the Pacific Northwest.

Olympia is on the Puget Sound and is within easy driving distance of the rugged Olympic National Park, the city of Seattle, Mt. Rainier, Mt. St. Helens, and Pacific Ocean coastal beaches: all offering ample outdoor recreation opportunities. Home to an internationally-recognized educational institution and a vibrant arts scene, Olympia is also the location of the outstanding Farmer's Market, located at the downtown waterfront.

EMPLOYEE BENEFITS

The State of Washington offers a comprehensive and competitive package of benefits to match the needs of our diverse workforce. DIS eligible employees can choose from our outstanding [benefit package](#) including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; deferred compensation plans; educational benefits program; paid holidays; Commute Trip Reduction Incentives; training; and state retirement plans.

SPECIAL NOTES

This is a project position with an anticipated duration of two years.

This position is covered by a union security provision. Therefore, as a condition of employment, candidates who are appointed are required to become members of the Washington Federation of State Employees, or pay other representational fees within the first 30 days of employment.

The incumbent in this position may be required to pass a Washington State Patrol criminal background check and meet all standards set by the WSP based on changes in technology and/or service delivery needs.



This announcement may be used to fill multiple vacancies.

HOW TO APPLY

Interested applicants should submit a letter of interest with a detailed description of their experience as it pertains to the Qualifications listed. Please include a current resume, [Washington State Application](#) and a minimum of three professional references.

Please send your application materials via e-mail to hro@dis.wa.gov.

APPLICANT PROFILE FORM

As a separate part of the application process, you are requested to voluntarily complete and return the [Applicant Profile](#) sheet with your completed application. This information will be treated as confidential. This page will be separated from your application and used by authorized personnel only.

Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, may call (360) 902-3543 or Telecommunications Device for the Deaf 1-800-833-6388.

The Department of Information Services is an equal opportunity employer.